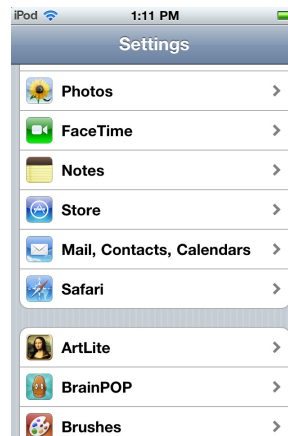


Setting Up Student E-Mail on iPods

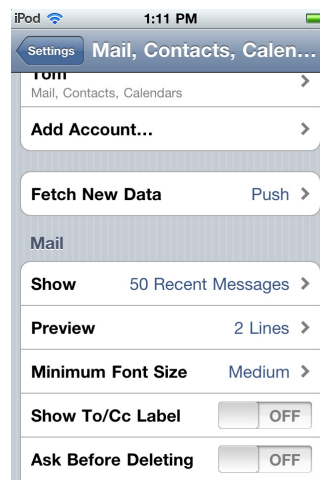
1. Tap on **Settings** app.



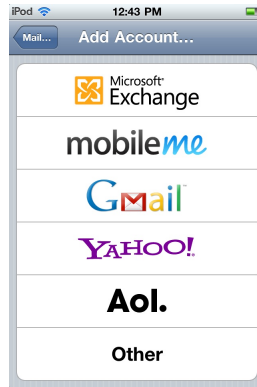
2. Tap on **Mail, Contact, Calendars.**



3. Tap on **Add Account.**



4. Tap **Exchange**



5. Fill in the following fields with this information:

Email: student number @graniteschools.com (it is a .com account)

(example: 9429078@graniteschools.com)

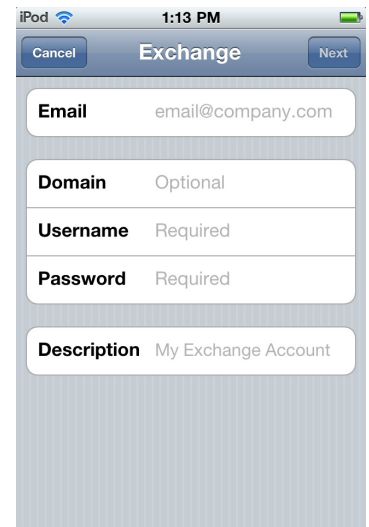
Domain: leave blank

Username: full email address again

Password: student password that is used to log on to the computers

Description: Student's name

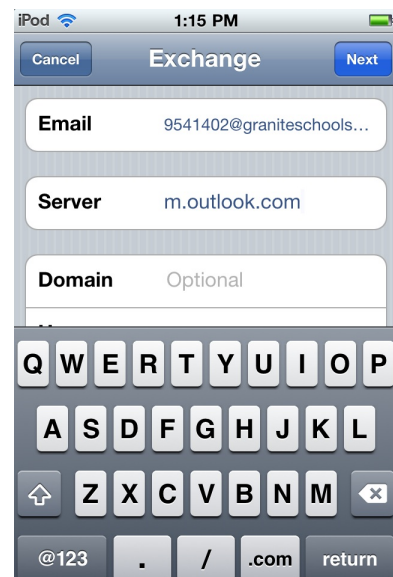
Tap **Next** in the upper right hand corner.



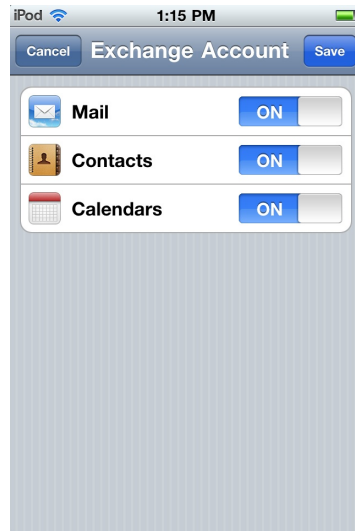
6. Fill in the Server space.

Server: m.outlook.com

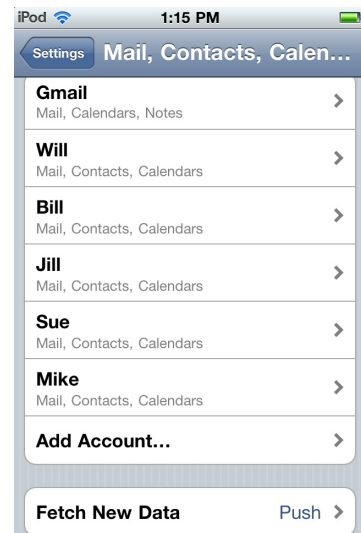
Then tap **Next** (upper right corner)



7. Tap on **Save**



8. Final result will look something like this with your students' names.



9. When using an app to email a final product you must tap the **From** line, then tap **From** a second time this will open up the scroll bar. The scroll bar allows the student to select their email address. Just fill in the **To** line with the teacher's email address and tap send.

